



# FEDERAL EMERGENCY MANAGEMENT AGENCY

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## INSTRUCTION

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**Date**  
March 12, 2002

**Number**  
NETC 1030.1

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### **Succession of Functions within the U.S. Fire Administration**

1. Purpose. This instruction designates officials and continues procedures for designating the order of succession of officials to exercise the powers and duties of the U.S. Fire Administrator.
2. Applicability and Scope. The provisions of this instruction apply to all elements within the United States Fire Administration (USFA).
3. Supersession. The provisions of this instruction supersede the NETC Instruction, Succession of Functions within USFA, dated September 6, 2001.
4. References. FEMA Instruction 1030.1, dated January 15, 1991.
5. Policy.
  - a. Succession to the Functions of the U.S. Fire Administrator, USFA. In the absence or disability of the U.S. Fire Administrator and the Deputy Fire Administrator or a vacancy in that position, the incumbents in the following positions, if available, shall exercise the powers and duties, as permitted by law, of the U.S. Fire Administrator, USFA:
    - (1) Director, NETC Management, Operations, and Support Services Division; and
    - (2) Superintendent, National Fire Academy.
  - b. Personnel occupying the above positions shall designate two levels of succession (if available) to their respective positions from directly subordinate positions. Such designations will not lead, in turn, to secondary succession to the functions of the U.S. Fire Administrator, USFA, inasmuch as personnel succeed to these functions in the sequence enumerated above by virtue of the positions they regularly and individually occupy.
  - c. Successors. Successors to the position of the U.S. Fire Administrator shall exercise the authorities and functions of the U.S. Fire Administrator's position until relieved by an unimpaired official higher in the sequence of succession, the incumbent of the position, or a specifically assigned successor designated by cognizant authority.
6. Submission of Other Succession List. The incumbents listed in subparagraph 5.a. must submit a list of successors to their positions to the Director, NETC Management, Operations, and Support Services Division, within 10 days of the effective date of this instruction.

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Ronald P. Face, Jr.  
Director  
NETC Management, Operations, and Support  
Services Division  
U.S. Fire Administration